



Office of Academic Affairs
Dept. 3302 • 1000 E. University Ave. • Laramie, Wyoming 82071
(307) 766-4286 • (fax: (307) 766-2606
www.uwyo.edu/acadaffairs

June 24, 2016

TO: Department Heads and Directors
FROM: David L. Jones, Vice President of Academic Affairs
CC: Deans
RE: Implementing Standard Teaching Load

As part of the university's budget reduction plan for the next biennium, President Nichols has established a new standardized baseline for assigning teaching responsibilities to tenure stream faculty and extended term stream lecturers.

The purpose of this email is twofold; first, to request that you send the attached memo for your tenure stream faculty, and second, to provide guidance on reviewing job descriptions and making adjustments, where appropriate, to the standard (baseline) workload.

Current Faculty Memo

I have attached a memo that provides additional information about the standard teaching load and alerts faculty to modifications that may be made to their current job description this summer. **Please read the memo and then forward it to tenure stream faculty** (e.g., Assistant Professors, Associate Professors, and Professors) **in your academic unit immediately.**

New Faculty Memo

I will be mailing a separate letter to new tenure stream faculty who begin their first appointment this coming academic year. A copy of that letter will be sent to you and your dean through campus mail. Please insert it into their personnel file.

Reviewing current job descriptions

If you have not already begun doing so, you should immediately begin to review each of your tenure stream faculty's job description to ascertain if the teaching load requirements meet the standard of 15 credit hours for academic year 2016-17 (e.g., 3-2/2-3). The Office of Academic Affairs, in conjunction with the Dean's Council, has developed a document to assist you with this work. A new job description template will be posted to the Academic Affairs website early next week. The document contains a new job description template, a set of guiding principles for adjusting teaching load, and criteria for making those adjustments. Soon we hope to provide you with an electronic form that you will use to update each job description.

The basic premise for adjusting the teaching load is that as tenure stream (and extended term stream lecturer) teaching capacity increases, there is less fiscal need for temporary lecturers. Approximately \$3 million is spent annually to pay for temporary lectures to deliver core and elective classes in academic programs. Part of the budget reduction plan is to significantly

reduce the amount spent on temporary academic appointments. Exceptions to hire temporary lecturers will not be considered until all job descriptions in a department have been reviewed, teaching loads adjusted according to the standardized criteria, and it has been determined that core curriculum and elective courses cannot be delivered by the current faculty and lecturers.

Soon you will be receiving another memo from me that provides additional information about hiring temporary lecturers and with it will be another document that provides a workflow strategy for determining if temporary lecturers are needed to meet instruction need in your unit.

Academic Affairs Support

In addition to help provided by your dean or director, the Office of Academic Affairs has scheduled two times next week that you can drop in for assistance. Those are (1) Wednesday, June 29, 2016 from 12:30 to 2:00 pm, and (2) Thursday, June 30, 2016 from 9:00 to 11:00 am. Either Associate Vice President Tami Benham Deal or I will be there and will be happy to answer questions and assist you as you engage in this preliminary work of job descriptions.

Meet with Faculty

Once you have a sense of how job descriptions could be adjusted, you should schedule a meeting with each of your faculty members to review their job descriptions and discuss changes that are necessary in order to comply with the standard load.

Submitting New AY 16-17 Job Descriptions

All newly revised job descriptions must be submitted to the Office of Academic Affairs. More details about the process for submitting job descriptions is forthcoming.

Academic Professional Lecturers – Memo

The attached memo is intended for your *tenure stream faculty only*. In the next day or so you will receive another email that contains a memo for extended stream lecturers and criteria for determining their workload. Currently, we are examining job descriptions for a select group of lecturers who may have been hired for purposes other than teaching (e.g., primarily administrative duties). There are likely to be a few of these individuals who will not be expected to increase their teaching load to the 21 credit hours (e.g., 3-4/4-3 load) that Dr. Nichols included in the budget reduction plan. It is likely that a re-classification will need to occur for some of these appointments. We will provide more details in the near future. In the meantime, some job descriptions will remain unchanged for the fall semester, and possibly the spring semester.

Annual Review of Job Descriptions

Job descriptions should be reviewed on an annual basis. We will be instituting a new process for verifying and updating job description information. Stay tuned for more details.

Fall Review of Reappointment, Tenure, Extended Term, Promotion, and Post-tenure Expectations

Specific allocation of duties may change throughout a faculty member's employment, including the six-year probationary period when tenure track faculty undergo annual reappointment reviews. Performance standards and expectations for reappointment, tenure, promotion (RTP) and post-tenure must be consistent with allocation of duties in a faculty member's job

description. This fall, academic units will be instructed to commence a review of current performance evaluation documents, including RTP and post-tenure expectations to ensure that criteria for evaluation are adjusted accordingly. Updated expectations documents will be submitted to the Office of Academic Affairs. More details regarding process for submitting document, including timeline, is forthcoming.

Increased Teaching Capacity and the Budget

In closing, I would like to reiterate a point that President Nichols made during the town hall meetings and more recently during the university meeting this week on our financial crisis. The need to increase the teaching capacity of our tenure stream faculty and extended term stream lecturers is paramount to our achieving the goals set out in the university budget reduction plan. It is also important that we work to retain as many of our outstanding faculty as possible. I encourage you to work with the faculty in your department to ensure that these goals can be realized.